



# المدرسة الأمريكية الدولية

## American International School

### High School

### Parent-Student Handbook

### 2025-2026

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## Table Of Contents

1. AIS MISSION, BELIEFS, AND CODE OF ETHICS.....	4
2. IB PROGRAMS & LEARNER PROFILE.....	7
3. STUDENTS' RIGHTS AND RESPONSIBILITIES .....	9
4. SCHOOL SCHEDULE & ATTENDANCE.....	11
4.1. Attendance And Tardiness.....	11
a. Definition of Absences .....	11
b. Expectations of the Student.....	11
c. Expectations of the Parent.....	11
d. Consequences for excessive unexcused class absences .....	11
e. Truancy.....	12
f. Gate Procedures.....	12
g. Gates Drop-Off and Arrival .....	13
h. Gate Timings .....	13
i. K-12 Student Tardy Procedures .....	14
j. Late to First Block.....	14
k. Late to Class After First Block.....	15
l. Permission to Leave School .....	15
m. Missing Work/Assessments Due to Absences.....	15
n. Absence due to School-Sponsored Activities .....	16
o. Hall Passes.....	16
p. School's Clinic .....	16
4.2. Scheduling Requirements .....	17
a. Course Selection .....	17
b. Language B/ AFL Procedures.....	17
c. Schedule Change Procedures.....	18
d. Graduation Requirements.....	19
e. Kuwait University and Ministry of Higher Education Scientific Track Scholarship Requirements .....	19
f. Academic Distinction .....	19
g. Valedictorian/Salutatorian .....	19
5. REPORTING & ASSESSMENT .....	20
5.1. DP Academic Assessment, Reporting, and Probation .....	20
5.2. Assessment in non-DP Courses 9-12.....	24
5.3. School-Wide Exams.....	25
5.4. Academic Integrity and Academic Malpractice .....	26
5.5. Academic Dishonesty/Misconduct .....	26
5.6. Consequences for academic dishonesty .....	27
5.7. Progress Reports, Final Report Cards, and Conferences .....	27
5.8. Academic Probation.....	27
5.9. Student Promotion and Retention .....	28
5.10. Grade Point Averages (GPA) and Adjustments .....	28
5.11. Withdrawal from AIS .....	29
6. STUDENT CONDUCT .....	30
6.1. Student Code of Conduct Overview .....	30
6.2. Misbehavior .....	30
6.3. Progressive Discipline Consequences for Misbehavior.....	30
6.4. Grave Misconduct.....	31
6.5. Consequences for Grave Misconduct .....	31
6.6. Detention Procedures .....	32
6.7. Rules of Conduct for Bus Riders .....	32
6.8. School Suspension and Recommendation for Expulsion .....	32
6.9. AIS Uniform Procedures.....	32
6.10. Cell Phone Use .....	34
6.11. Valuables and Textbooks/Instruments.....	35
7. ATHLETICS AND ACTIVITIES .....	36
7.1. Athletics And Activities Eligibility .....	36

7.2. Process For Handling Eligibility Concerns.....	38
7.3. Athletic Eligibility .....	38
7.4. AIS Athletic Code of Conduct.....	39
7.5. KASAC and NESAC Events .....	40
7.6. National Honor Society.....	40
7.7. AIS Travel Expectations .....	41
<b>8. HEALTH &amp; SAFETY.....</b>	<b>43</b>
8.1. Healthcare on Campus .....	43
8.2. Food Allergies.....	43
8.3. Visiting AIS Campus .....	43
<b>9. COMMUNICATION PROTOCOLS.....</b>	<b>44</b>
9.1. Student Learning.....	44
9.2. Parent – School Communication .....	44
9.3. Interruption of Class .....	44
9.4. AIS Calendar.....	44
9.5. The AIS Website.....	44
<b>10. COUNSELING SERVICES.....</b>	<b>45</b>
10.1. Guidance .....	45
<b>11. HOMEWORK GUIDELINES .....</b>	<b>45</b>
11.1. Homework .....	45
<b>12. TECH &amp; DEVICE USE .....</b>	<b>46</b>
12.1. Technology Acceptable Usage (Computer/Tablet/Internet/Earbud/Headphone).....	46
<b>13. LIBRARY.....</b>	<b>47</b>
13.1. Library/Textbooks .....	47
<b>14. MISCELANGEous INFORMATION .....</b>	<b>47</b>
14.1. Deliveries for Students .....	47
14.2. Canteen Services.....	47

# 1. AIS MISSION, BELIEFS, AND CODE OF ETHICS

## AIS MISSION STATEMENT

*AIS Kuwait inspires students to be responsible and adaptable world citizens who retain their cultural values while persevering in the face of new challenges.*

تلهم المدرسة الأمريكية الدولية في الكويت طلابها ليكونوا مواطنين عالميين مسؤولين ومبدعين، ومحافظين على قيمهم الحضارية، ومثابرين في مواجهة التحديات الجديدة.

## BELIEFS

### *Holistic Development*

***We believe in students' intellectual, emotional, and social well-being. Therefore, we***

- **educate** the mind, the body, and the core through curricular and extracurricular experiences.
- **support** students' learning needs for growth.
- **grow** in our understanding of education as a journey.

### *Collaboration and Growth*

***We believe in collaboration with parents, students, and the community as key to our students' growth and success. Therefore, we***

- **contribute** to the students' growth and beliefs.
- **invite** parental engagement in curricular and extracurricular decision-making.
- **develop** students' identity of the self in relation to others.

### *Adaptability*

***We believe in our role to guide students into the uncertain future. Therefore, we***

- **prepare** our students to develop as thinkers and inquirers.
- **engage** students in diverse learning experiences to develop problem-solving skills.
- **foster** our students' understanding of excellence and success.

## CODE OF ETHICS

### The purpose of the code of ethics:

- To inspire stakeholders to reflect and uphold the honor and dignity at AIS.
- To identify the ethical responsibilities and commitments at AIS.
- To guide ethical decisions and actions at AIS.
- To promote trust and confidence at AIS.

**The term stakeholders include parents, students, owners, admin, leadership, AIS staff, nannies and workers.**

### Stakeholders to Stakeholders

All stakeholders shall respect the dignity and equality of all individuals, groups and cultures.

All stakeholders will promote an inclusive, safe and caring learning and working environment at all times.

All stakeholders shall respect the professional and personal time of all employees.

All stakeholders shall not harass or threaten others personally or professionally.

All stakeholders in an evaluative position should refrain from bias and maintain confidentiality.

All stakeholders should excuse themselves in situations where there is conflict of interest or a perceived conflict of interest.

All stakeholders may request the presence of other stakeholder support in meetings.

All stakeholders will maintain professionalism and confidentiality.

All stakeholders shall promote global citizenship.

All stakeholders will model digital citizenship by demonstrating responsible, respectful, and safe use of technology when participating in a digital environment.

All stakeholders shall adhere to policies and procedures in their guiding statements, handbooks, contracts and promotional material.

### Administration

1. The administration will provide assistance to staff in implementing the classroom management and schoolwide management procedures. In this capacity, the administration will provide training and continued support to teachers as they strive to teach students to follow the guidelines for success.
2. The administration will work with the School Leadership Teams to examine records of office referrals, suggestions from staff, and any other relevant information to continually evaluate the efficacy of current procedures.
3. The Assistant Principal will work with others to examine student concerns, homework, project and test dates, field trips and any other relevant information to effectively monitor their respective grade levels.
4. The administration will assist staff with severe misbehaviors which are outlined in the "grave misconduct" section of the student planner. As indicated on a case-by-case basis, the administration will initiate parental conferences, in and out-of-school suspension, or other severe consequences.

### Students

Students will take pride in their efforts to follow the AIS school mission statement and the Charter of Students' Rights and Responsibilities.

### Parents

Parents are expected to participate in the educational process. We need the support and cooperation of parents to effectively help each student reach his/her fullest potential. See the Parent-School Protocol for further guidance.

## **Parent School Protocol**

### **Guiding Principles**

- AIS is committed to creating an educational culture that is based on mutual respect and understanding.
- Parents are the child's first teacher, therefore AIS considers parents to be integral in their child's social, emotional and academic development.
- Parents need regular, specific and encouraging information about their child's academic progress.
- Parental involvement in whole school and divisional improvement plans and accreditation protocols is encouraged.
- The language of communication with parents about their children will be English with verbal translation services provided upon request.

### **Parent Responsibilities**

- Parents will be expected to show an active interest in their child's education and to support school policies, procedures and programs.
- Parents will understand appropriate contact protocols with the school or division.
- Appointments to meet with any staff member during school hours are expected and will be set by appropriate secretarial staff at each division.
- Parents will act and speak respectfully and in a manner that seeks resolution for issues or disputes.
- Parents will first seek resolution by first communicating with the teacher, then the assistant principal and/or principal (who will determine middle level leadership involvement), then the superintendent or director, in this order.
- Parents will try to let limit their meeting time to less than thirty minutes to allow for engagement with other students and families.
- Parents will inform the School Office promptly of any changes in personal contact information.

### **School Responsibilities**

- The AIS website will provide school information including calendars and important notices/events/news for parents and the community and a portal for sending comments to school administration.
- Teachers will provide frequent and regular feedback regarding each child's progress in school. This communication will include: Parent-Teacher conferences, progress reports, telephone, email and online communication.
- Teachers and staff will be provided an atmosphere that is respectful, welcoming and encouraging of parental involvement.
- Principals will seek effective ways to develop strong parental involvement in their divisions and to contribute to the school's continuous improvement plans.
- Annual surveys of parents regarding educational programs and school policies will provide administrators with information to guide subsequent decisions and implementation.
- Staff will be provided training in cultural sensitivity and given effective strategies in dealing with multi-ethnic and multi-national parent populations.
- The school will provide parents with various opportunities to learn about programs, initiatives, and strategies to support student learning.
- Divisional administrators will publish annually a document for parents and students outlining academic expectations, behavior objectives and all other school policies and procedures that guide the day-to-day operation of each division.

## 2. IB PROGRAMS & LEARNER PROFILE

### IB MISSION STATEMENT

The International Baccalaureate Organization (IB) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

The IB offers students three programmes: the Primary Years Programme (PYP) for AIS students in kindergarten to grade four; the Middle Years Programme (MYP) for AIS students in grades five to eight; and the Diploma Programme (DP) for AIS students in grades eleven and twelve.

Through the *IB Learner Profile* and commitment to *International Education*, AIS seeks to prepare its students to meet the complex needs of the 21<sup>st</sup> Century. The IB Learner profile seeks to develop students that are inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective.

The concept of international education is defined according to the following criteria:

- Developing citizens of the world in relation to culture, language and learning to live together.
- Building and reinforcing students' sense of identity and cultural awareness.
- Fostering students' recognition and development of universal human values.
- Stimulating curiosity and inquiry in order to foster a spirit of discovery and enjoyment of learning.
- Equipping students with the skills to learn and acquire knowledge, individually or collaboratively, and to apply these skills and knowledge accordingly across a broad range of areas.
- Providing international content while responding to local requirements and interests.
- Encouraging diversity and flexibility in teaching methods.
- Providing appropriate forms of assessment and international benchmarking.

Together, AIS and the IB are preparing students for success. For more information about the school or the programmes please visit the American International School [www.ais.edu.kw](http://www.ais.edu.kw) and the International Baccalaureate Organization [www.ibo.org](http://www.ibo.org)

### The Diploma Programme

The International Baccalaureate (IB) Diploma Programme is a challenging two-year curriculum, primarily aimed at students aged 16 to 19. It leads to a qualification that is widely recognized by the world's leading universities. Students learn more than a collection of facts. The Diploma Programme prepares students for university and encourages them to:

- Ask challenging questions
- Learn how to learn
- Develop a strong sense of their own identity and culture
- Develop the ability to communicate with and understand people from other countries and cultures



## IB LEARNER PROFILE OF THE GRADUATES

The aim of the IB programme is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

### IB learners strive to be:

<b>Inquirers</b>	They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning, and this love of learning will be sustained throughout their lives.
<b>Knowledgeable</b>	They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
<b>Thinkers</b>	They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
<b>Communicators</b>	They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
<b>Principled</b>	They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
<b>Open-minded</b>	They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view and are willing to grow from experience.
<b>Caring</b>	They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
<b>Risk-takers</b>	They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas, and strategies. They are brave and articulate in defending their beliefs.
<b>Balanced</b>	They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
<b>Reflective</b>	They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

### **3. STUDENTS' RIGHTS AND RESPONSIBILITIES**

**I have the right to learn and be challenged.** It is my responsibility to appreciate learning for its own sake, to be responsible for my own learning, and to improve the learning of others according to the student code of conduct.

**I have the right to a school environment that is conducive to learning and is safe and hygienic.** It is my responsibility to treat school property with care, to follow school policies and procedures, to dress appropriately, and to assist in making the school a clean, healthy and orderly place.

**I have the right to be treated fairly and to be assessed fairly and impartially by my teachers.** It is my responsibility to do my own work, to avoid all forms of academic misconduct, and to do nothing that would give me an unfair advantage on an assessment or assignment.

**I have the right to privacy.** It is my responsibility to respect the privacy of others in person and online.

**I have the right to feel that I belong to the school community.** It is my responsibility to be accepting of others, to share knowledge by learning collaboratively when it is appropriate, and to do my fair share in group work within an encouraging and welcoming school community.

**I have the right to my personal possessions within the limits of the student code of conduct.** It is my responsibility to treat the personal belongings of others with respect.

**I have the right to be respected as an individual and to be treated in a caring manner by everyone.** It is my responsibility to be caring and to treat everyone respectfully regardless of age, gender, and/or position.

**I have the right to feel safe, secure, and treated with dignity at school at all times in person and online.** It is my responsibility to behave in ways that enhance the self-esteem of others and prevent all forms of bullying and disrespect.

**I have the right to be heard and to express my point of view to develop myself as a critical thinker.** It is my responsibility to listen to others, to hear their opinions thoughtfully, to express my opinions in a civil manner, and to inform my own point of view through learning.

**I have the right to be proud of my cultural heritage regardless of my ethnicity, language, religion or nationality.** It is my responsibility to be respectful of, and to learn about, the cultural heritage of others, and to inform others about my background and my ways of knowing.

**I have the right to be aware of what is expected of me academically in terms of feedback, assessments, examinations, and assignments.** It is my responsibility to meet these expectations and to self-advocate as appropriate.

## **Expectations of the Student**

Students will take pride in their efforts to follow the AIS school mission statement and the Charter of Students' Rights and Responsibilities.

Students will only be absent when it is impossible to be in attendance.

Students are expected to take responsibility and take proactive measures to catch up on missed learning.

## **Expectations of the Parent**

Parents are expected to participate in the educational process. We need the support and cooperation of parents to effectively help each student reach his/her fullest potential. See the Parent-School Protocol for further guidance

Parents are expected to promote punctual and regular school attendance.

Parents are expected to contact the school directly prior to, or on the day of the student's absence from school.

Parents are expected to support AIS Policy and Procedures, to best support an optimal learning environment.

When possible, appointments are arranged outside the school day (dentist, doctor, etc.).

## 4. SCHOOL SCHEDULE & ATTENDANCE

### 4.1. Attendance And Tardiness

AIS Attendance Policy and Procedures reflect the guidelines set forth by the Ministry of Education. Regular punctual attendance maximizes teaching and learning potential, and student success. Regular and punctual attendance is the responsibility of students and parents.

#### a. Definition of Absences

- **Excused Absence** is defined as:
  - Any absence verified by a medical note from a government-designated, ministry-approved clinic provided to the divisional office the day the student returns to school.
  - Parents may call/email their child's division to report a single-day illness without a medical note. This will be accepted for up to five days per academic year. However, if the absence occurs on a scheduled exam day, a medical note is required
  - Participation in an official AIS-sanctioned activity or sporting event.
  - Death of an immediate family member.
- **Unexcused Absence** is defined as:
  - Any class missed that does not meet criteria listed above

#### b. Expectations of the Student

Students must attend all classes unless the absence is excused due to the reasons above. Students must attend school on the days before and after a KASAC/NESAC event.

#### c. Expectations of the Parent

- Parents will support punctual and regular school attendance.
- Parents will contact the High School Office prior to or the day of the student's absence from school and provide medical notes upon the student's return to school.
- Parents will arrange appointments outside the school day whenever possible.

#### d. Consequences for excessive unexcused class absences

- **3<sup>rd</sup> absence:** Parents will be notified in writing (email)
- **6<sup>th</sup> absence:** Parents will be notified by email and contacted for a meeting with dean and counselor (mail)
- **9<sup>th</sup> absence:** Parents will be notified by email and contacted for a meeting with the assistant principal)
- **12<sup>th</sup> absence:** Parents will be notified in writing (email)
- **15<sup>th</sup> absence:** Parents will be notified in writing and advised that case is being referred to the superintendent

**الموضوع: غياب الطالب في المرحلة الثانوية**

نحيطك علماً بأن الإجراءات المتبعة في حال غياب الطالبة في المرحلة الثانوية هي أن يتم اخطارولي الأمر بغياب الطالب ويوقع بالعلم على ذلك وان تكون الإخطارات وفق التالي:

الانذار الأول	بعد غياب (5 أيام) دون عذر مقبول
الانذار الثاني	بعد غياب (10 أيام) دون عذر مقبول
الانذار الثالث	بعد غياب (15 أيام) دون عذر مقبول

وإذا تجاوز غياب الطالب الخمسة عشر يوماً متصلة أو منفصلة في العام الدراسي بدون عذر يفصل من الدراسة ويعتبر راسباً في صفة وتحسب هذه السنة من ضمن سنوات البقاء والرسوب في المرحلة الثانوية

**Subject: Student Absences in High School**

Please note that in case of student absences in High School, parents will be notified and asked to sign an attendance contract according to the following:

First warning	After 5 unexcused absences
Second warning	After 10 unexcused absences
Third warning	After 15 unexcused absences

**e. Truancy**

- Students who are not in their scheduled class at the time attendance is taken but are on campus in an unauthorized location will be considered truant. Students must have a pass from the classroom teacher prior to leaving class for any reason.
- Truancy will be recorded as an unexcused absence and considered grave misconduct resulting in an administrative intervention which may involve some or all the following consequences: parent phone call, parent meeting, detention, behaviour contract, suspension.

**f. Gate Procedures**

- Once students arrive on campus they should always be under adult supervision. Regular supervision duty begins at 7:20a.m. Students are required to leave campus by 3:00 p.m. in the afternoon if they have no other after-school commitments.
- Once students exit through a gate after school, they will not be allowed to re-enter. This includes all sporting events and after-school activities.
- Food deliveries are not permitted for students and will not be accepted, except for organizational events pre-approved by administration. This includes food deliveries from the student's parent or driver.
- High School students remaining on campus for an event will be supervised by a coach or teacher and should remain in the specified area until the event begins. Students should not access any other areas on campus unless accompanied by an adult supervisor.

### **g. Gates Drop-Off and Arrival**

To help ensure a smooth and safe start to each day, please note the following arrival procedures. All students should use the designated drop-off gates; Gate 2, Gate 5, and Gate 7 for morning arrival. Students arriving on AIS buses will enter through Gate 3.

- Gate 2, 5 and 7 will open at 6:45 am and close at 8:00am.
- Gate 1 is for students arriving after 8:00am.

All gates will be locked at 8:00 am except Gate 1. The campus gates remain locked until dismissal.

### **h. Gate Timings**

**Student Early Arrival : 6:45am**

**AIS Block 1 starts: 7:40am**

**AIS National Anthem: 7:42am**

**AIS Attendance taken: 7:45am**

#### **Regular Days**

<b>Gate #</b>	<b>Suggested Division</b>	<b>Gate Open</b>	<b>Gate Closed</b>
2	EC, ES	Morning 6:45 AM Afternoon 1:12 PM for EC Afternoon 2:25 PM for ES	Morning 8:00AM Afternoon 1:12 PM for EC Afternoon 3:00 PM for ES
3	Bus Gate (for bussed student only)	Morning 6:45 AM Afternoon 2:25 PM	Morning 7:35 AM Afternoon 3:00 PM
5	All Divisions	Morning 6:45 AM Afternoon 2:25 PM	Morning 8:00 AM Afternoon 3:00 PM
7	MS, HS	Morning 6:45 AM Afternoon 2:40 PM	Morning 8:00 AM Afternoon 3:00 PM

#### **Early Dismissal Days**

<b>Gate #</b>	<b>Division</b>	<b>Gate Open</b>	<b>Gate Closed</b>
2	EC, ES	Morning 6:45 AM Afternoon 11:50 AM	Morning 8:00 AM Afternoon 12:15 PM
3	Bus Gate (for bussed students only)	Morning 6:45 AM Afternoon 11:50 AM	Morning 7:35 AM Afternoon 12:15 PM
5	All Divisions	Morning 6:45 AM Afternoon 11:50 PM	Morning 8:00 AM Afternoon 12:15 PM
7	MS, HS	Morning 6:45 AM Afternoon 11:50 PM	Morning 8:00 AM Afternoon 12:15 PM

i. K-12 Student Tardy Procedures

**3 Tardies = 1 Unexcused Absence**

**3 تأخيرات = غياب دون عذر**

- a. One staff member from each division will be assigned to gate attendance duty from 7:40am—8:30am. One administrator from each division will be on call.
- b. Any student arriving from 7:40 –7:44 am will proceed to the divisional office for a tardy slip and proceed to their classroom.
- c. A parent must sign in any student arriving after 7:45 am. If unaccompanied, the student will go to the divisional waiting room and the parent will receive a phone call to come to the school.
  - A Civil ID is needed to sign in a student after 7:45 am.
  - If a student arrives late with their parents, after 8:30am, the Dean or AP will call the division, and the student will be escorted to the waiting room for the remainder of the block.
  - When students are tardy, a parent must sign them in for the student to proceed to class. If a parent does not sign them in, the student will remain in the office for the current block.
  - After the third tardy, parents sign the *Unexcused Absence Notification* form. All absences are connected to the Kuwait Mobile ID.

# of Tardies	2025–2026 Policy (Per block)
6	Letter 1: First notification sent from class teacher
9	Letter 2: Second notification
12	Letter 3: Student meeting with DoS + Contract acknowledgment
18	Letter 4: Fourth notification
21	Letter 5: Parent meeting with DoS + Parent acknowledgment of contract
28	Letter 6: Parent meeting with Assistant Principal
35	Letter 7: Parent meeting with Superintendent + Compliance review
45+	Letter 8: Final parent meeting with Principal + Notification of credit loss due to tardies

If a student is more than 10 minutes late, he or she will be counted as absent/unexcused.

j. **Late to First Block**

1. Students not in their scheduled classroom at 7:40 am are late and must report to the high school office to receive a time-stamped admit slip.
2. Students must proceed from the main office to their scheduled class, in a timely and direct manner. Failure to attend class promptly will be considered truancy and subject to further intervention.
3. An email will be sent to parents about their child's tardies before their 3rd, 4th and 5th tardy that will remind them of their consequence for the next day.
4. Consequences for students not in their class by 7:40 am (tracked weekly):
  - 3 tardies = immediate recess detention
  - 4 tardies = immediate in school suspension
  - 5 tardies = immediate 1 day out of school suspension

**k. Late to Class After First Block**

Students not in their scheduled classrooms at the start of class, according to the bell schedule, are tardy. Students who have a pattern of tardies to any block will receive progressive consequences to encourage on-time arrival to class, including:

- teacher phone-call home to parents
- teacher-parent-student meetings
- administrative intervention (lunch reflection, in-school suspension or out of school suspension)

If a student is more than 15 minutes late to any class, he or she will be counted as absent/unexcused. Three tardies to the same class will be counted as an unexcused absence.

**I. Permission to Leave School**

To ensure student safety, students must be signed out of school by the office and receive a gate pass before leaving the campus.

1. After the Early Childhood team clears the building (typically around 1:30pm), **all early dismissals will take place at gate 1.**
2. If the parent shows up without prior notification, the security team will call the respective divisional office to request the release of a student. Students will meet (or be escorted, depending on age) their parents at the gate, eliminating the need for parents to walk through the building.
3. If the parent has prearranged an early dismissal, the divisional office should be prepared to receive the call from the security desk notifying the office that the parent or driver has arrived. Students will meet (or be escorted, depending on age) their parents at the gate.
4. Parents must give a reason for the early dismissal and provide documentation for the absence to be excused.
5. Appointments for routine, and/or non-emergency situations such as doctor, dentist, orthodontist, passport/visa documentation, etc., should be scheduled outside school hours whenever possible.
6. Students who are absent due to a scheduled medical appointment must submit a doctor's note either prior to or following the appointment. If they are submitting a medical after the appointment, then a parent must inform the student division the reason for their absence prior.
7. Only students with a clear and visibly justified reason will be allowed to leave the school building. This measure is essential to ensure the safety and well-being of all students.
8. Unjustified Request to Leave the School Building: If a student comes to the clinic requesting to leave the school building without a valid medical reason, the school nurse will not grant permission to leave. Instead, the student will be instructed to return to his or her division. If the student still wishes to leave, they will be required to provide a medical note.
9. The divisional offices will handle any further communication with parents.
10. Early dismissals will not be issued after 2:00 PM.

**m. Missing Work/Assessments Due to Absences**

1. Students who are absent for an assessment must present medical documentation the day they return to school. The day the student returns, he/she must arrange with teachers to reschedule any missed assessments.
2. Any student who misses an assessment or any type of graded assignment and does not present a valid medical note will not be permitted to make up the assessment and will receive a grade of "0" that assessment/assignment.

3. Any student who is on campus but does not attend class on the day of an assessment is truant. Students who are truant for an assessment will receive a grade of "0" and will receive administrative consequences.
4. The student is responsible for finding out what work will be missed and, when possible, completing it before or during his/her absence. Any remaining work must be completed when the student returns to school.
5. Students who are absent for a full or partial day should check online platforms and/or email their teachers for missed work.
6. Students arriving to school part way through the day must contact those teachers whose classes they missed for assignments and/or to reschedule any missed assessments.
7. If a student attends school for any part of the day on which an assignment is due, the student is responsible for turning in the assignment that day. Arriving late does not change the due date or assessment date.
8. Homework or other assignments that can be submitted electronically must be submitted/handed in on time regardless of whether or not the student was in attendance at school on the day the assignment was due.

**n. Absence due to School-Sponsored Activities**

1. Students on school field trips or other school-sponsored activities (Athletics, MUN, NHS) are not considered absent from school. The high school office will enter the appropriate attendance codes to indicate participation in a school activity.
2. Students participating in these events are responsible for all missing work. Those who are gone for multiple days will receive a homework sheet from the Athletics/Activities Coordinator. These sheets should be signed by each teacher at least two days prior to departure.
3. Students must attend school on the days before and after any KASAC/NESAC events. Students who fail to do so will accrue unexcused absences for any missed days. Students are excused from any summative assessments the day they return from a KASAC/NESAC or other school-sponsored event (MUN, etc.). Students should make arrangements with their teachers to complete any missed assessments as soon as possible after their return.

**o. Hall Passes**

1. Students must use the digital hall pass system in place in addition to a physical pass from the teacher if they are in the hall for any reason during class time.
2. Teachers should not keep students after class; this infringes on the class time of other teachers. If a teacher has an urgent need to speak to a student after class, he or she must provide the student with a pass, including the date and time the student leaves that teacher, for the next teacher.
3. Every classroom issues a washroom pass; only one student at a time may be out of class using the washroom. If a student needs to be out of the classroom for any other reason, the teacher should give the student a written pass with the student's name, destination, time/date and destination.
4. Students who abuse the washroom pass may be restricted to certain times of the day.

**p. School's Clinic**

1. If a student needs to visit the clinic for a routine matter, the teacher will provide the student with a pass to the HS Office. Office staff will contact the clinic and send the student to the nurse.
2. In case of an emergency, the teacher should call the clinic immediately and follow up with a call to the HS Office for further instructions.
3. When the student returns to class, he/she will bring a return pass from the clinic to the office and the office will send the student back to class. If the nurse sends the student home, the clinic will notify the HS Office to adjust attendance for the rest of the day.

4. Students are discouraged from visiting the clinic during breaks or lunch. Students should go to their next class and ask the teacher for a pass to the office/clinic.
5. Students who have excessive visits to the clinic may be restricted from access to the clinic except in the case of an emergency.

## **4.2. Scheduling Requirements**

- a. Students are required to have a full schedule (7 credits); some DP2 students who have fulfilled all IB and AIS graduation requirements may have a supervised study assigned to complete their full-time schedule.
- b. Students must prioritize scheduling core and elective classes required to meet all AIS graduation requirements.
- c. Recommendations and pre-requisites are published in the Course Guide. Teacher, counselor and program coordinator recommendations must also factor into the student's schedule requests.
- d. Seniors are required to carry an academic course load of at least four courses from Groups 1-5.

  

- a. **Course Selection**
  1. Counselors and the DP Coordinator will provide information sessions for students by grade level. This information includes course options in the registration guide and course guide as well as IB and AIS graduation requirements. Students will submit course requests in compliance with deadlines established in the spring; the request form must be signed (electronically) by a parent. Course selections must meet AIS/ IB requirements. The DP Coordinator will work with any impacted students to address any scheduling conflicts and to recommend adjustments if necessary.
  2. Certain course selections may not be available based on the needs of the master schedule; students will receive their core classes but may need to make adjustments to their elective choices.

### **b. Language B/ AFL Procedures**

The American International School is committed to providing all academic subjects, including Arabic, in accordance with the regulations of the Ministry of Education in Kuwait and the guidelines of the International Baccalaureate (IB).

This policy outlines the placement mechanisms for **Arabic as a Foreign Language** students across all grade levels.

- **Ministry of Education Directives**

According to the regulations of the Kuwait Ministry of Education:

1. Eligible to enroll in **Arabic as a Foreign Language (AFL)**: classes are:
  - Foreign students holding a foreign passport that matches their civil ID.
  - Children of Kuwaiti citizens working in the diplomatic corps.
  - Any student presenting an original *No Objection* letter issued by the Ministry of Education, Private Education Department.
2. Enrollment procedures must be completed within four weeks of the start of the academic year.
3. All Muslim students enrolled in **Arabic as a Foreign Language (AFL)** are required to attend Islamic Studies classes for Non-Native Speakers (IFL).

- **High School – Grades 9 and 10**

- Placement according to Ministry of Education regulations.
- Annual meeting in May (Arabic HOD of Middle School + Arabic HOD of High School + High School Assistant Principal + Grade 9 & 10 Student Counselor) to place grade 9 AFL students.
- Students with a non-Arabic passport must take AFL in Grade 9. AFL or French are required in Grade 10.
- Curriculum: *Marhaba bil Arabiya* (4 levels) + Arabic A resources + supplemental materials.

- **High School – Grades 11 and 12**

- Admission to **Arabic B High Level** is only permitted for Diploma Programme students.
- Study duration: 2 years according to IB requirements.
- Non-Diploma students are placed in:
- Arabic A, or
- French B, or
- French Ab Initio.

- c. **Schedule Change Procedures**

1. Students may request adjustments to their course selections at the end of the school year for the following school year with the permission of the counselor, DP Coordinator (if necessary) and parent.
2. At the start of the school year, students must attend the first full week of the semester before requesting schedule changes (level change or different course).
3. Students must submit a schedule change form by the end of the day on Thursday of the first full week of school (Week Zero is not the first full week of school for schedule change purposes).
4. Any schedule change requested after this deadline will not be accepted.
5. Schedule changes may be granted after consultation with the counselor and only if there is room in the class the student wants to attend.
6. A student may request a level change (Extended/Core, HL/SL or SL/HL or DP to non-DP) based on academic needs. These changes may only be requested at the end of the semester/school year. Any change in DP2 course levels should be addressed in spring of grade 11 with teacher and coordinator permission. It may not be possible to change a course level once the school year has begun and according to how the schedule has been created.
7. Counselors may make exceptions to address balancing class loads or to meet graduation and/or college entrance requirements.
8. Selection of teachers, or manipulation of schedule change requests in order to change a teacher, is not permitted at any time.
9. Students are responsible for working with the teacher to make up any missed work before they enter the class. The teacher will provide any missed assignments as independent study and set manageable deadlines for work submission. Any missed assessments will be rescheduled at the teacher's discretion. Students are expected to complete a full semester for any course in which they are enrolled; students may not drop or change courses outside the schedule change timeline above.
10. All students intending to enter the Diploma Programme must fulfill the following requirements: Minimum 3.4 cumulative overall GPA from grades 9-10 and any prerequisite coursework or achievement standards according to the Course Guide.
11. Students may be removed from the full Diploma Programme and reassigned to non-DP coursework for failing to fulfill the requirements of the DP contract. This decision will be made in coordination with the student's counselor, the DP Coordinator, and the principal.

**d. Graduation Requirements**

To earn a U.S. high school diploma from AIS, a student must:

- Attend four years (8 semesters) of secondary school, grades 9-12.
- Achieve twenty-six (26) out of a possible 28 credits.
- Attain a minimum cumulative GPA of 1.80.
- Pass all required courses.

A grade of 60% or higher constitutes a passing grade for each semester. Students must pass both semesters of a yearlong class to successfully pass the class.

**e. Kuwait University and Ministry of Higher Education Scientific Track Scholarship Requirements**

Students who wish to qualify for the Scientific Track must successfully complete the following courses: Biology, Chemistry, Physics, Algebra II (Math 10), Pre-Calculus (DP1 Math SL/HL) or Calculus (DP2 Math SL/HL). Full IB Diploma Programme candidates are required to complete 2 out of 3 science courses. Computer Science is not considered a science for purposes of the Ministry requirements.

**f. Academic Distinction**

There are two levels for academic distinction at AIS -- Honor Roll and Principal's List.

- Honor Roll: Minimum GPA 3.6
- Principal's List: Minimum GPA 3.8
- Graduating with Honors: Graduating seniors will be presented with an Honor Sash to wear with their cap and gown. This sash signifies that the graduating senior obtained a minimum cumulative grade point average of 3.8 in grades 11-12. In addition, the student must complete 4.0 credits in English, Mathematics, I&S, and Science. Students must have completed a minimum of 2 IB DP courses. Any student who has lost credit due to unexcused absences is not eligible to graduate with honors.

**g. Valedictorian/Salutatorian**

Each year the school identifies two full IB Diploma Programme students to speak at the Commencement Exercise on behalf of the graduating class. The Valedictorian and Salutatorian, respectively, occupy the first and second positions based on a four-year cumulative grade point average. Only students who have been at AIS for the last four years are eligible for this distinction.

## 5. REPORTING & ASSESSMENT

We believe the purpose of assessment is to promote student learning, provide quality feedback, and provide a criterion-referenced level of achievement.

Assessment is the process of collecting information on student achievement and performance that includes a variety of assessment tasks designed to monitor and improve student learning. Assessments in high school are formative or summative in nature. Summative assessments are the primary consideration for reporting progress and determining the final grade in the course. Formative assessments drive instruction, are ongoing throughout the course, and are opportunities for students to receive feedback on their learning. This feedback may be verbal or written. Collaborative learning and the communication of understanding are important aspects of our program. Each student will be graded independently based on his or her demonstration of relevant skills. A student's grade for group projects will not be dependent on the work of other students.

To ensure the greatest probability of academic honesty, summative assessments should take place in school and under a proctor's supervision whenever possible. Research papers and compositions must be submitted through Turnitin.com to avoid plagiarism.

### 5.1. DP Academic Assessment, Reporting, and Probation

We believe the purpose of assessment in the Diploma Programme (DP) is to promote student learning, provide quality feedback, and provide a criterion-referenced level of achievement.

Assessment is the process of collecting information on DP student achievement and performance through a variety of tasks designed to monitor and improve learning. Summative assessments are the primary consideration for reporting progress and determining the final grade in DP courses. Formative assessments drive instruction, are ongoing throughout the course, and provide opportunities for students to receive feedback on their learning. This feedback may be verbal or written. Each DP student will be graded independently based on their demonstration of relevant skills. A student's grade for group projects will not be dependent on the work of other students.

To ensure academic integrity, DP summative assessments should take place in school and under a proctor's supervision whenever possible. Research papers and compositions must be submitted through Turnitin.com to prevent plagiarism. It is important to note that infringement of IB and AIS Academic Integrity policies can result in serious consequences. Please refer to the student handbook for further details.

#### Late Submission [1]

Timely submission of assessments is crucial for maintaining academic rigor and fairness. The following guidelines apply to late submissions:

1. **Formative Assessments** are essential for student learning and preparation for summative tasks. They are not graded, but they are reviewed by teachers to ensure students are acquiring the necessary skills. Timely submission is important for meaningful feedback. Late submission of formative assessments will result in the following consequences:

- **First late submission:** The assessment will be reviewed, and only oral feedback will be provided.
- **Second late submission:** The assessment will not be reviewed, and the student will not receive any guidance on skill development for that task.
- **Third late submission:** The assessment will not be reviewed, and the student will not receive any guidance on skill development for that task. The DPC, the counselor, the teacher, the student, and parents will hold a meeting to discuss late submissions and steps forward to help support the student.

## 2. Summative Assessments

- **1 day late:** 10% deduction from the percentage grade earned.
- **2-3 days late:** 20% deduction from the percentage grade earned.
- **Beyond 3 days:** The work will not be accepted, and the student will receive a zero.
- Extensions may only be granted under exceptional circumstances, such as documented medical emergencies. Students must request an extension in writing to the DPC before the deadline.
- In cases where a student is chronically late in submitting work, the DPC, the teacher, the student, the counselor, and parents will hold a meeting to discuss the student's status in the DP and possible opportunities for support.

## 3. Official IB Submissions (Internal Assessments, Extended Essay, and ToK Essays)

- IB deadlines are firm and non-negotiable.
- If a student fails to submit the final version by the deadline, they may be required to complete and finalize their draft in school under supervision.
- If in-school completion is not possible, the school will either:
  - Submit an earlier draft previously submitted by the student, or
  - Record the submission as No Submission, which may impact the student's ability to complete the DP program.

### DP 1 Summative Assessments

- Summative assessments will be aligned with IB assessment objectives and subject-specific criteria.
- Each DP subject will conduct at least two summative assessments per term. Summative assessments must consider different approaches to assessment including, but not limited to, performance tasks and project-based assessments.
- Assessments will be scheduled in coordination with the DP Firm Due Dates and HS Assessment calendars to avoid clustering.
- Feedback must be provided within two weeks of submission.
- Formative assessments will be used to prepare students for summative tasks.
- Semester 1 cannot include full IB assessments as the teaching of all components would be nearly impossible, with the exception of Anticipated History, Language and Literature, and Digital Society.
- All summative assessments must be moderated.

### DP 2 Summative Assessments

- DP 2 summative assessments will mirror IB exam expectations.
- Midterm examinations will be conducted at the end of first semester and Mock examinations will be conducted in Semester 2 following IB protocols.
- Summative assessments must include past-paper questions or IB-style assessments (IGCSE and A-Levels).
- Detailed mark schemes must accompany all assessments.
- Moderation will be held for consistency in marking<sup>[2]</sup>.

## DP Conversion Charts

- As per AIS policy, conversion charts are not applicable for the first semester of DP 1 (with the exception of the Midterm Exams) regardless of the subject group or level.
- DP 1 (as of midterm exams) and DP 2 Conversion charts apply only to assessments that adopt IB questions in full and are conducted under conditions and time allocations that mirror the World Exams.
- Conversion Charts are designed based on IB and AIS best practices as determined by the DPC.
- Adjustments, if any, will be communicated to faculty before each reporting period.

## DP Moderation Process for Summative and Internal Assessments

- **Sample Submission:** Each teacher must submit 2 sample responses from their class(es) for moderation. Samples must:
  - be clean copies of the student's work, free of teacher marks or annotations.
  - have the student's name removed to ensure anonymity.
- **Assessment Marking:** Please note that only the sample responses are to be marked before moderation. The remaining assessments should not be marked until the moderation process is complete.
- **Purpose of Moderation:** The goal of moderation is to standardize our understanding of the rubric and descriptors, ensuring consistency in marking. This practice also helps us align our approach as a team.
- **Selection of Samples:** Teachers are expected to select representative samples. Ideally, these should highlight areas where team consensus is needed to address a specific challenge.
- **Moderation Documentation:** After the moderation session, please complete the moderation sheet for the assessment and upload it to ATLAS under "Summative Assessments" for the relevant unit.

## Upload Procedures for ToK and Extended Essay (ManageBac)

- ToK and EE submissions must be uploaded to ManageBac by the set deadlines.
- Supervisors must verify originality reports and provide final comments.
- The DPC will ensure all documents meet IB submission requirements.
- DP students will sign authentication forms before final submission.

## Confirmed DP Due Dates

- DP teachers must abide by the Confirmed Due Dates released by the DPC.
- Extensions are not allowed. Requests for extensions will be studied on an individual basis and in consultation with the DPC.

## DP Academic Probation

- DP academic probation is designed to provide support for students whose performance is below expectations for the DP.
- Full Diploma candidates may be removed from the program if they are on academic probation for repeated marking periods.
- Any DP student who fails two or more DP classes at the end of the semester will be placed on academic probation.
- The concerned student's parents will be notified and invited to meet to help develop an action plan for support.
- Students will remain on probation until the next marking period; if the student improves, they will be removed from academic probation.
- Any DP student who remains on academic probation for more than two consecutive semesters may be advised to seek a more suitable educational setting.

## DP Missed Assessments

- Missed DP assessments may only be made up if the student presents a medical note excusing the absence.
- The medical note must be presented the day the student returns to school.
- DP students who miss an in-class summative assessment should be prepared to write the assessment immediately in class upon their return or at the discretion of the HoD.
- DP students may be required to write a missed assessment during lunch or after school.
- Any made-up assessments should be completed within one week of the student's return to school. A make-up assessment can be scheduled only once.

## Questions Surrounding DP Grades and Making an Appeal for Moderation/Re-marking

- If a DP student does not believe their grade on a summative assessment accurately reflects their demonstrated knowledge, they should:
  - Email the teacher within 48 hours of receiving the returned assessment to set up a meeting.
  - The teacher may decide to change the grade based on the evidence presented.
  - If the teacher does not agree to the change, the student may request the HoD review the assessment for third-party moderation.
  - If necessary, the HoD will assign the assessment to a third-party instructor for moderation.
  - The third party and teacher will discuss their respective marks until they reach a consensus.
  - If necessary, the HoD will meet with both parties to reach a final decision.
  - The resulting mark is not subject to appeal and will be recorded as the final grade.

<sup>[1]</sup> Note that late submissions are tracked program-wide, not by individual subject.

<sup>[2]</sup> For subjects with a singular teacher, moderation can be conducted with teachers from the same department or with teachers who teach the subject in other schools. See your DPC for assistance.

## Predicted Grades

Teachers use data to continuously analyze students' performance. The teachers use this data as well as their own knowledge of IB standards to make their best projection of how the student will perform on the IB World Exams and externally assessed course components which comprise the final course score of 1-7. This estimation is referred to as the student's "Predicted Grade" (PG). For Theory of Knowledge (TOK) and the Extended Essay (EE), the grades are on a scale of A to E, with A being the highest. The predicted grades are used by the DP Coordinator and counselors to help students manage expectations for achievement and plan for university application. The IB requires a Predicted Grade from the school in spring of the DP2 year.

Teachers will share/discuss predicted grades with students. These predicted grades will be determined based on specific department guidelines. Predicted grades are not open to appeal.

## 5.2. Assessment in non-DP Courses 9-12

Non-DP assessments are on the 1-100 scale with a cumulative course average calculation for the final grade.

### Missed Assessments

- a. Missed assessments may only be made up if the student presents a medical note excusing the absence.
- b. The medical note must be presented to the HS office within 48 hours of the student's return to school.
- c. Major summative assessment make ups will be scheduled Tuesday from 3-4PM. Students are expected to attend the make up session within one week of the missed assessments. Assessments of shorter duration (less than the full class period) may be scheduled with the teacher directly. If the student does not complete the assessment in accordance with the above schedule, he or she forfeits the right to a make up assessment. In this case, the student will receive a "0" for the missed assessment. Any exceptions to this expectation must be initiated by the teacher and approved by the HoD.
- d. Students who miss multiple assessments due to extended absences or extenuating circumstances should coordinate with the HS AP to design a make up schedule.

### Questions Surrounding Grades and Making an Appeal for Moderation/Re-marking

#### Student and Parent Access to Grades

- **Students** are expected to check their grades on the AIS Hub **at least once a week** to stay informed about their progress and follow up with teachers immediately when they notice a grade discrepancy.
- If a student notices a grade discrepancy, they have 5 school days from the date the grade is entered to notify the teacher in writing.
- A teacher has 3 school days to acknowledge the student's concern and make a grade change IF needed.
- **Parents** are encouraged to check grades **bi-weekly** and reach out to teachers or counselors if they have concerns or questions.

#### Grade Review

- Students may request a review of their grade within 5 school days of **receiving the grade**.
- The request must be made in writing to the teacher with a clear reason for the review.
- Teachers will review the assessment and respond within **3 school days if the grade is changing**

The student may continue the process and request moderation of the assessment from the HOD. If the assessment is moderated, the moderated grade is the final grade. All decisions are final and will be documented in an email to the student/parent and in the AIS Hub

#### Request for Re-Marking/Moderation

Student initiates a request with the Head of Department (HOD) for third-party moderation

- a. Third-party moderation of student work:

- Student completes the request for moderation form and has it signed by parents/guardians, with the summative assignment and grade rubric attached. The student should support the claim for a higher mark. If the HoD approves the request for moderation, s/he will assign the assessment to a third-party instructor who will assess the grade with third-party ledge of the previous grade.
- The third party and teacher will discuss the respective marks until they reach a consensus.
- If necessary, the HoD will meet with both parties to reach a consensus.
- The resulting mark is not subject to appeal and will be recorded as the grade for the assessment, regardless of whether it is higher or lower than the original grade.

## **Coordination of Summative Assessments**

- a. Teachers will coordinate major summative assessments (those that require an entire class period or more) through the Assessment Calendar in the HoD Office.
- b. Teachers will make every effort to ensure that a student is assigned no more than two major summative assessments on the same day. Smaller summative assessments may not appear on the calendar; these are not considered part of the overall total of 2 major assessments in one day.
- c. Make-up assessments due to excused absences are not considered as part of this limit. A long-term project with a due date coinciding with one or more assessments is not considered an additional assessment. Teachers may schedule additional assessments on these due dates.

## **5.3. School-Wide Exams**

- a. Students must sit for exams (midterms and finals) at the scheduled time unless they have notified the HS Office of a conflict and arranged for an alternate test date/time.
- b. Students will not be excused from exams or allowed to reschedule exams due to travel; if a student does not attend the exam, she or he will receive a mark of 0. Limited exceptions such as hospitalization or bereavement must be approved by the HS Office.
- c. Students must wear their school uniforms during exams; hooded sweatshirts or jackets with pockets are not allowed in the exam rooms.
- d. Students should enter the exam room in a quiet and orderly manner.
- e. Food and drinks are not permitted in the exam room; a clear water bottle is allowed.
- f. The lead proctor determines seating for the exam.
- g. Students may bring the following items into the exam room:
  - Pens, pencils, eraser, geometry set, and rulers.
  - Plastic, see-through pencil cases are permitted.
  - Other materials that are specifically required for the exam.
- h. If a student accidentally brings unauthorized materials into the exam room, s/he must notify a proctor immediately. Failure to do so will be considered academic malpractice.
- i. Cell phones, smart watches, or any other form of information technology (with the possible exception of calculators) are not permitted in the exam room.
- j. Calculators
  - may be permitted (only approved calculators may be used if required for a specific exam).
  - Students may not use or store data, programs or other applications in their calculator that may assist them to recall facts or formulae.
  - If required by the proctor, students must provide a list of information, and programs stored on the calculator.
- k. A proctor may remove a student immediately from an exam room if the student's behavior is interfering with the proper conduct of the exam.
- l. Students may not communicate with any other student during the exam period; failure to comply with this directive constitutes academic malpractice.
- m. In case of an emergency, a student may request permission to leave the exam room. Permission will be granted at the sole discretion of the proctors.
- n. Students may not remove any materials from the exam room either during or after the exam. All papers, answer sheets, scrap paper, etc. must be handed in upon completion of the exam.
- o. Students who arrive late will be admitted at the 15 min or 30 min point in the exam; any student arriving more than 30 minutes late will forfeit the ability to sit for the exam.
- p. All IB exams, including mock exams and World Exams will be conducted in accordance with IB examination regulations. This includes exams for DP courses that are also AIS final exams.

## **5.4. Academic Integrity and Academic Malpractice**

The IB Learner Profile states, "We act with integrity and honesty" and "we take responsibility for our actions and their consequences." Academic integrity consists of a student submitting work that is predominately original work with appropriate citations of external sources. Format and in-text citations should follow the MLA 9th ed. Model. Students must present their own work to teachers or examiners to assess that work properly and fairly. Students will be provided with the assessment criteria/rubric in advance when appropriate to the subject matter. This information is a guide to determine the extent to which external sources are appropriate to the assignment. Students should seek clarification from the teacher about the academic integrity expectations of any specific assessment. When a question arises about the academic integrity of any work a student has submitted, the burden is on the student to demonstrate that the work in question consists of his or her own ideas, analyses, interpretation, and work product. Students must submit all typed work through turnitin.com for verification purposes, but turnitin.com is not the sole arbiter in determining whether the student is submitting original work.

## **5.5. Academic Dishonesty/Misconduct**

Academic dishonesty or academic misconduct includes but is not necessarily limited to:

- a. Plagiarism - copying another person's work, AI, ideas, or works without proper attribution; submitting another person's work as the student's own work; or failure to properly indicate or cite a direct quote.
- b. Collusion - working with others without explicit permission on work submitted for individual assessment or sharing work in a way that does not allow individual assessment.
- c. Cheating - unauthorized use of any materials, including AI, or electronic devices, or obtaining or providing unauthorized assistance during an assessment.
- d. Falsification: Providing false information on any academic documents or data, including forged signatures.
- e. Unauthorized use of technology, including AI (artificial intelligence) - using any form of technology for prohibited purposes during any assessment, formative or summative, or providing access to or sharing electronic resources without the explicit approval of the instructor.
- f. Multiple submissions - submitting the same work (even if it is the student's original work) for different assignments/assessments without permission or resubmitting previously submitted work without substantial revisions.
- g. Presenting any work by an outside source (tutor, friend, relative, AI, etc.) as the student's own original work or ideas.
- h. The burden of proof rests with the student when a teacher or examiner suspects academic dishonesty (intentional or unintentional) has occurred. A student should be able to explain or discuss in detail his/her own work. A student should also be able to reproduce a similar response to a question on an assessment if a question arises about any particular response. If a teacher suspects academic dishonesty, he or she will adhere to the following process as soon as academic dishonesty is suspected:
  - Conference with the student - explain why the teacher suspects academic dishonesty and ask the student to respond.
  - The teacher must confer with and/or inform the HoD.
  - The teacher will contact the student's parents to apprise them of the situation and outcome. Separately, the teacher will inform the counselor, program coordinator, and assistant principal.
  - If the teacher continues to believe academic dishonesty has occurred and the student disagrees or denies academic misconduct, the situation will be referred to the respective HoD. The HoD will review the information presented by both the teacher and the student and make a final decision. The HoD may, if he or she sees it necessary, invite other impartial faculty to assist in reviewing the situation.
  - The decision of the HoD is final.

- If the suspected academic dishonesty occurs on an external assessment, such as the IB World exams, AIS staff will follow the policies and procedures of the IB.

## **5.6. Consequences for academic dishonesty**

- Incidences of academic dishonesty will be reflected in a student's discipline history. Repeated instances of academic dishonesty will result in progressive academic penalties. Instances of academic dishonesty may have additional disciplinary consequences in addition to academic penalties if the circumstances warrant such action (for example, if the situation involves theft of exam materials or another student's property). Incidences of academic dishonesty on final exams/assessments can have significant repercussions on the student's grade in the course and overall academic record.
- First offense
- All instances of academic dishonesty should be reported to the HS AP for documentation regardless of the consequences assigned. This will ensure that patterns of misconduct can be identified early, and appropriate education and intervention can be implemented to avoid future incidences.
- Plagiarism/Collusion - the student(s) will receive a warning and clarification about proper procedures; the student(s) will be required to resubmit the assignment/assessment for full/partial credit. The student will be required to attend a workshop with the AIS library staff on proper citation protocols before any resubmission is accepted. Any resubmission depends on the nature of the assessment and the extent of the plagiarism.
- Cheating/Copying/Unauthorized Use of Technology or Electronic Devices - all students involved will receive a zero on the assessment and forfeit the opportunity for test retakes.
- Subsequent offenses that occur in and across subjects1
- The student and parents will be required to attend a conference with the teacher and the student will receive no credit (grade of "0") on the assessment. The student may receive disciplinary consequences up to and including suspension from school if the situation warrants this action.

## **5.7. Progress Reports, Final Report Cards, and Conferences**

Three-way conferences between the teacher, student, and parents are held twice each year.

Progress reports will be sent twice each year; a semester report card will be issued in January, and a final report card will be issued in June.

Students and parents are encouraged to address concerns directly with the teacher as they arise.

Teachers will regularly post student progress online to allow parents and students access to view progress.

## **5.8. Academic Probation**

- Academic probation is designed to provide support for a student whose performance is below expectations for his/her current academic program. Students who are full Diploma candidates may be removed from the programme if they are on academic probation for repeated marking periods. Any student who fails 2 or more classes at the end of the semester will be placed on academic probation. The student's parents will be notified and invited to meet to help develop an action plan to support them.
- Students will remain on probation until the next marking period; if the student improves, he or she will be removed from academic probation.
- Any student who remains on academic probation for more than two consecutive semesters may be advised to seek a more suitable educational setting.

## **5.9. Student Promotion and Retention**

Purpose: The purpose of the Promotion and Retention Policy at AIS is to establish clear, fair, and consistent guidelines that support the academic development of our students.

- a. During the October reporting period, any student who has a grade below 70% in any class on the October progress report is considered “at risk”. Parents will be notified and invited to meet with the Principal, Counselor and the student. The counselor will monitor the student monthly and provide updates to the parents.
- b. Any student who fails one or more classes required for graduation at the end of semester 1 (reflected on the January report card) will be placed on Academic Probation.
- c. Students who fail any graduation requirement and are on Academic Probation must complete an equivalent summer school course from a list of AIS approved providers at their own expense to replace the missing credit. Summer school grades taken at another school will not be calculated in the student’s cumulative GPA but the credit will replace the credit lost due to the original failing grade.
- d. If the student does not complete an equivalent summer school course, he/she must repeat the course the following year. The new grade/credit will replace the original failing grade in the student’s cumulative GPA calculation.
- e. If a student fails 2 graduation requirements, the student must repeat one course for credit the following school year in addition to completing the required summer school course.
- f. If a student fails more than 2 courses required for graduation and/or is unable to make up the missing credit through summer school and retaking the failed class, the student will be recommended for retention.
- g. A student who earns a grade of 69 or lower may request permission to repeat the course the following year to improve his or her GPA. The second grade earned, whether it is higher or lower, will replace the original grade in the student’s cumulative GPA.

## **5.10. Grade Point Averages (GPA) and Adjustments**

- a. Only grades earned at the AIS in grades 9-12 will be used to compute the cumulative Grade Point Average (GPA). Transcripts may reflect credits earned in other schools, but the grades achieved will not be factored into the AIS cumulative GPA.
- b. Students enrolled in a DP SL course will receive an additional 0.5 point on the course GPA for each year.
- c. Students enrolled in a DP HL course will receive an additional 1.0 point on the course GPA for each year.
- d. Students enrolled in a DPSL Anticipated course will receive an additional 1.0 point on the course GPA.
- e. Full Diploma Program students will receive an additional 0.5 on their GPA for TOK for each year of study.
- f. A student must remain enrolled in any DP course for the entire school year to receive a GPA adjustment.
- g. DP2 and Anticipated course students must sit for the World Exam and complete all internal and external assessment components to be eligible for any GPA adjustment in grade 12. If a student significantly underperforms (2 points or more lower than the predicted grade) the GPA adjustment will be withheld.

h. The cumulative GPA is calculated upon the completion of the school year. The GPA per course is calculated based on the following:

**Grade Point Average Equivalencies:**

% Range	Regular Class	SL/extended Class	HL Class
93-100	4.0	4.5	5.0
90-92	3.7	4.2	4.7
85-89	3.5	4.0	4.5
80-84	3.0	3.5	4.0
75-79	2.7	3.2	3.7
70-74	2.3	2.8	3.3
66-69	1.7	2.2	2.7
63-65	1.3	1.8	2.3
60-62	1.0	1.5	2.0
Below 59	0.0	0.0	0.0

### **5.11. Withdrawal from AIS**

Students who plan to withdraw from AIS should notify the business office and HS office as soon as possible once they have a withdrawal date. Documentation may take up to one week to compile to facilitate the transfer to another school. Leaving certificates, transfer grades and a final transcript will be provided upon completion of a signed withdrawal form and payment of any outstanding fees. Parents should provide contact information for the receiving school to facilitate the transfer of official school records. Most receiving schools will not accept hand-carried transcripts or grade reports from a parent except for the purpose of application.

## **6. STUDENT CONDUCT**

At AIS we believe that respectful and responsible behavior is essential for establishing a safe and inclusive learning environment. We believe interactions with individuals of different backgrounds foster an appreciation for diversity.

### **6.1. Student Code of Conduct Overview**

- a. The Student Code of Conduct flows from the Mission and Beliefs of the American International School (AIS), the IB Learner Profile, and the Charter of Student Rights and Responsibilities.
- b. The Student Code of Conduct applies to all school activities including evening and weekend events and school-sanctioned trips, both local and international.
- c. Students are under the supervision of AIS staff members at all times and should respectfully and immediately follow their directions in the classroom, anywhere on campus, or while attending or traveling to and from school activities.
- d. Infractions of the Student Code of Conduct are divided into two categories and their consequences:
- e. Misbehavior (6.2 and 6.3)
- f. Grave Misconduct (6.4 and 6.5)
- g. AIS uses a progressive discipline approach when responding to instances of student misbehavior and grave misconduct.
- h. Incidents of infractions of the Student Code of Conduct are logged into the school's student management system.

### **6.2. Misbehavior**

- a. Disruptive or inappropriate behavior in class, in the school generally, and/or disrespectful behavior towards a school employee.
- b. Disruptive or inappropriate behavior on the school bus and/or failing to follow instructions from the bus driver.
- c. Littering or failing to clean up after oneself in a class, the canteen or the hallways.
- d. Roughhousing, bothering other students, boisterous behavior.
- e. Failure to follow established classroom agreements.
- f. Use of an electronic device without permission or accessing unauthorized areas/applications on a device when permission is given to use them in class.
- g. Failure to adhere to the school dress code.
- h. Behavior that disrupts the learning environment.

### **6.3. Progressive Discipline Consequences for Misbehavior**

- a. Consequences may include, but are not limited to:
- b. Verbal warning to stop inappropriate behavior.
- c. Modified task(s) to compel student engagement.
- d. Assign a different seat or isolated learning space within the classroom.
- e. Meeting between student and teacher after class or at an assigned time such as break, lunch, or after school
- f. Teacher-assigned and supervised detention within the school day (7:15am –2:40 pm) such as at break or lunch

- g. Parental telephone contact and/or conference between teacher, parent(s), student and possibly HOD or programme coordinator
- h. Counselor referral and conference with teacher and Dean of Students.
- i. Confiscation of a distracting/nuisance item or device

#### **6.4. Grave Misconduct**

- a. Persistent/repeated misbehavior after previous progressive discipline consequences have been assigned.
- b. Non-compliant, defiant, argumentative, or oppositional behavior toward any school employee.
- c. Failure to attend an office-assigned detention.
- d. Possession, distribution, or use of any tobacco, vaping device, drugs, alcohol and associated paraphernalia.
- e. Possession or distribution of pornographic material, physical or digital.
- f. Attempting to steal, stealing, or being in possession of stolen goods.
- g. Fighting, inciting violence, bullying, harassing, intimidating another person, or issuing threats.
- h. Making verbal or written statements that are bigoted, racist, sexist, or defamatory toward a person or group.
- i. Using foul or profane language.
- j. Violating the privacy of others or subjecting them to ridicule, including electronic means such as email, photography, or audio recording.
- k. Any attempt at compromising the integrity or security of information involving school technology platforms.
- l. All forms of vandalism, including graffiti, to school property or the personal property of others.
- m. Possession of a weapon or any item being used in such a way that it could jeopardize the health and safety of others.
- n. Irresponsible behavior which could jeopardize the health and safety of others (such as pushing on a staircase, pulling a fire alarm).
- o. Any form of plagiarism or cheating on any assessment (Academic Malpractice).
- p. Other behaviors which, in the opinion of the school, constitute grave misconduct.

#### **6.5. Consequences for Grave Misconduct**

Consequences may include, but are not limited to:

- a. Referral to Dean of Students for detention, in-school, or out-of-school suspension.
- b. Parent conference, warning letter in file, mandatory counseling.
- c. Required compensation for damages or restitution of property.
- d. Student placed on behavioral contract and/or probation.
- e. Loss of privileges (such as participation in school events, organizations, offices held, or graduation; suspension or loss of access to the school's network).
- f. Recommendation for expulsion.
- g. Illegal activities such as the possession, use or distribution of banned substances including drugs and alcohol will be referred to the Ministry of Private Education or Police for further action. The legal consequences for such activities are severe.
- h. Other consequences as deemed appropriate by the administration.

## **6.6. Detention Procedures**

- a. Teachers may detain students in their classroom for misbehavior during break or lunch.
- b. Teachers will contact parents or give students the opportunity to make contact to notify them of the behavior when a teacher requires a student to serve a detention during a break or lunch.

## **6.7. Rules of Conduct for Bus Riders**

The safety of all passengers on the school bus is of the utmost importance. Students are under the immediate supervision of the bus driver and/or any adult sponsor. Respectful, responsible and safe behavior is mandatory; any inappropriate behavior will result in progressive consequences which may include exclusion from transportation services, without a refund of fees.

If there are issues or concerns that arise from the bus, parents should contact the Transportation Coordinator at the school and/or the Assistant Principal.

Bus rider expectations:

- a. Be on time at pick-up points, standing on the sidewalk until the bus comes to a complete stop.
- b. Treat bus drivers and bus monitors with respect and follow all instructions.
- c. Remain seated while the bus is moving.
- d. Be respectful of ALL other riders.
- e. Use appropriate, respectful language.
- f. Always keep hands and feet to oneself.
- g. Physical fighting or rough housing are not allowed.
- h. Throwing things inside or outside the bus is not allowed.
- i. Any damage to the inside or outside of the bus is not allowed and the cost of repairs may be incurred by the parent(s) of each student involved in such incidents.
- j. Each student will remove their trash from the bus, upon exiting, and dispose of it properly.

## **6.8. School Suspension and Recommendation for Expulsion**

- a. Out-of-school suspension will be used after other disciplinary methods have been used, except when, in the school's opinion, an immediate suspension is warranted.
- b. Suspended students are responsible for all schoolwork missed during the suspension.
- c. When, in the judgment of the superintendent and the school's administration, it is in the best interest of the school and the other students, a suspended student may be recommended for expulsion.
- d. Expulsion is a serious disciplinary procedure resulting in the student's permanent removal from school. The expelled student will not be allowed on campus after he/she is expelled. Expulsions must be reported to the Ministry of Private Education.
- e. When a recommendation for expulsion is pending, a student will remain on home suspension while a written recommendation for expulsion is prepared and presented to the school's Board for approval.

## **6.9. AIS Uniform Procedures**

At AIS, we believe a shared uniform supports an atmosphere of respect, inclusivity, and equality within our diverse, multicultural community. The AIS uniform reflects our values by ensuring all students are dressed in a manner that is modest, comfortable, and appropriate for learning. All students at AIS should follow the Uniform Policy.

AIS uniforms are available for purchase at the school uniform shop near gate 2.

Navy Blue Pants, Skirts, Shorts, or Skorts should be sourced from outside shops. Pants may not contain any logos with the exception of AIS joggers.

## **The High School uniform includes:**

- White AIS Polo Shirt and Navy Blue Pants, Skirts, Shorts, or Skorts
- AIS Hoodie or AIS Zip-Up Hoodie
- Grade 12 students may also wear a red AIS Senior polo
- Grade 12 students may design one Senior polo and long-sleeved shirt/sweatshirt. Designs must be submitted to the Director for prior approval before any orders are placed.

## **PE Uniforms**

Students must wear AIS Logo PE attire:

- AIS PE t-shirt (short or long sleeve) and AIS PE shorts/joggers
- Non-marking sports shoes suitable for physical activity

PE teachers monitor uniform compliance during each unit. Failure to wear the correct PE uniform will result in progressive disciplinary measures.

## **Spirit Days & Game Days**

- AIS athletic team or fan shirts may be worn **only on competition days**
- Students must otherwise be in full school uniform.

## **Out-of-Uniform Procedure**

Students not in proper uniform will be sent to the office so that a parent/guardian can be contacted to bring the appropriate uniform attire. Students will return to class when they are in the proper uniform.

## **Dress Guidelines and Restrictions (*Applicable at all times, including Theme Dress Days*)**

- Belts must be solid black or navy blue, with no logos.
- Clothing must allow students to sit comfortably in class—relaxed, not tight-fitting.
- Hijabs must be navy blue, black, or white.
- Students must wear their AIS uniform on all school field trips unless otherwise approved by the administration.
- AIS athletic and activity sweaters/sweatshirts are acceptable **only** when worn over a collared AIS shirt.
- Students must be in full AIS uniform when arriving to or departing from campus.
- During AIS and IB exams, students must wear their collared AIS uniform shirt. Solid navy, black, or white long-sleeved shirts may be worn underneath for warmth.
- AIS hoodies/sweaters may be worn inside classrooms; in winter (December–February) Outside jackets should not be worn inside classrooms.
- Only navy blue AIS hoodies/sweaters are permitted; students may not wear any other color or any non-AIS logo items.

## **Not Allowed:**

- Hats, caps, or hoods inside the building (unless approved by PHE staff during outdoor activity)
- Sunglasses inside the building, unless approved for medical reasons or during outdoor PHE
- No rainbows on any items of clothing

## **Uniform Infractions**

Students must be in uniform at all times unless they are participating in a theme dress day. Students out of compliance should be sent to the office to correct the infraction. Students will remain in the office until they

can obtain the appropriate school uniform. Students are responsible for any missed classwork due to uniform infractions. Students may borrow clothing from a friend, have clothing brought from home or purchase the proper uniform clothing from the school store.

- If unable to do so, the student will be required to remain in the office for the rest of the day to complete work, or until the proper uniform item(s) can be delivered from home.
- Students will receive progressive disciplinary consequences for uniform infractions, beginning with a warning and the opportunity to correct the infraction.
- All missed classes for uniform infraction will be considered unexcused absences.
- Repeated infringements may result in detention and/or loss of privileges such as participation in school events.

## 6.10. Cell Phone Use

As per Ministry of Education, The Public Administration for Private Education Ref. 171/ص/وت issued April 19, 2017:

- حظر احضار الطلاب لهواتفهم النقالة بالمدارس الخاصة
- Ban students from bringing their mobile phones to private schools (Ref. 171/ص/وت)

In accordance with the Ministry of Education directive (Ref. 171/ص/وت, April 19, 2017), students are **prohibited from bringing mobile phones to private schools**.

### General Expectations

- **Cell phones may only be used on campus before 7:40 AM and after 2:40 PM**, unless explicitly authorized by divisional administration.
- **Phones must be turned off and stored in the designated storage unit in the first-period classroom.** Students may retrieve them only at the end of the school day.
- Students who arrive after 8:00 am are required to hand their phone into the divisional office phone storage box. They must return to the office at dismissal to collect their phone.
- If a student is dismissed during the day the office will go collect the student's phone. Students should not enter their block I class to collect their phone.
- **Cell phones may not be used at any time during the school day**, including lunch, nutrition breaks, or between classes—even for purchasing food or beverages. Students should bring cash or a debit/credit card for cafeteria purchases.
- **Phones may not be used as internet hotspots.**
- Students are required to turn in all cell phones in their possession to the phone storage units. Any student who is found in possession of an additional cell phone during the school day is subject to progressive disciplinary consequences

### Communication and Emergencies

- **Parents must contact the school through the main office for any urgent communication.** Students are not exempt from consequences if they are communicating with a parent via phone during school hours.
- If a student feels unwell, they must follow school procedures and obtain a pass to the Clinic. **Only the school nurse may authorize early dismissal.** Students who use their phones to call home for illness-related dismissal will face disciplinary action.

### **Medical Exceptions**

- Students with diagnosed medical conditions such as diabetes who require phone use to monitor their health must have prior approval from the school nurse and divisional administration. Arrangements will be made on a case-by-case basis to support these students while maintaining school policy.

### **Classroom Use and Technology**

- **Cell phones are not permitted for class activities.** Students should use school-approved devices (e.g., laptop, iPad, tablet) to record music for Vocal class, take photos of artwork, or document projects in Design class.

### **Violations and Consequences**

If a phone is seen or heard during restricted hours, it will be confiscated and sent to the office.

- 1<sup>st</sup> offense – warning
- 2<sup>nd</sup> offense – Parents or Guardian must come and collect it

**Repeated violations** will result in progressive disciplinary action, including detention, parent meetings, or out-of-school suspension.

**The refusal to surrender a phone** to a teacher or staff member will result in immediate disciplinary consequences.

### **6.11. Valuables and Textbooks/Instruments**

- a. Students are responsible for safeguarding any school property such as textbooks or musical instruments and for keeping them in good condition.
- b. Students are responsible for the cost of any lost or damaged textbooks.
- c. Costs for missing items may be refunded if the item is found and returned in good condition.
- d. AIS is not responsible for lost, damaged or stolen personal property.
- e. Students taking Band will be charged a 40 KD rental fee for their annual instrument rental. Students are responsible for the daily maintenance of their instruments. Damaged or lost instruments will result in a required replacement fee of the rented instrument.
- f. Report cards will be held until all outstanding fees are paid.

## 7. ATHLETICS AND ACTIVITIES

At AIS, we believe that individuals are able to achieve personal excellence and balance in all aspects of their lives. Through sport and activities, we believe students are provided with opportunities to connect with the world around them. We believe that everyone has rights and responsibilities and that we are all accountable for our actions.

### 7.1. Athletics And Activities Eligibility

#### ACADEMIC ELIGIBILITY

Students who wish to participate in school Activities or Athletics programs must understand that they represent AIS and serve as leaders and role models for other students. Each athlete must complete a Letter of Commitment (LoC) to be eligible to participate. Students must engage in appropriate conduct (behavior), maintain consistent and punctual attendance (attendance/tardies), and demonstrate strong academic performance. Decisions about eligibility will be based on behavior referrals, attendance records, progress reports and report cards/transcripts. Students are responsible for monitoring their attendance, tardies and grades for accuracy. Once the eligibility reports are run, no changes will be accepted.

Students at risk of being ineligible to participate for failing to comply with the following expectations must sign an additional contract Letter of Commitment (LoC) with the Dean of Students. The LoC will state the explicit conditions for participation and any consequences for failure to abide by those conditions. Parents and students understand that participation in NESAC or other activity-related travel is a privilege; any student who is removed from a team or activity due to failure to meet the eligibility requirements will forfeit any non-refundable fees or deposits paid for that travel.

#### BEHAVIOR

- Any student who has been referred to the SST process will be identified by the Dean of Students and will have his/her case reviewed by the Athletics or Activities Coordinator in collaboration with the MS/HS Administration.
- Any student suspended in the current school year will be placed on a Letter of Commitment (LoC) for the athletic season and/or activity. Any further suspension will result in removal from the team/activity.
- Any report of grave misconduct (listed in 2.4 of the Parent-Student Handbook) will result in removal from the team/activity.

#### ATTENDANCE

- a. Any student who accrues more than the allocated number of unexcused absences from the start date of each season will be placed on a Letter of Commitment. If the student has reached the maximum of unexcused absences, per season, he or she will be ineligible to participate for the remainder of the season.
- b. Season 1: 5 Unexcused Absences
- c. Season 2: 10 Unexcused Absences
- d. Season 3: 12 Unexcused Absences
- e. Students who have any instances of truancy at any point in the school year will be placed on a LoC

#### TARDIES AND ATTENDANCE ELIGIBILITY FOR ATHLETICS

#### ATTENDANCE

- Any student who accumulates two or more absences within a single week will be ineligible to participate in athletic activities for the remainder of that week.

- Students who are absent from school on the day of a scheduled game or competition may not participate in that event.
- Students with extended medical absences or play for a Kuwait National Team will be reviewed on a case-by-case basis by the principal to determine eligibility.

## **TARDIES**

Students need to demonstrate punctuality to be eligible to join a team or participate in an activity. Students must maintain at least a 90% on time to class to tardies ratio in each assigned class to remain eligible for participation in sports and activities. The Dean of Students will monitor attendance rates and report them to the Athletic Coordinator.

This procedure reflects AIS's commitment to ensuring that athletic participation complements academic engagement and fosters a culture of responsibility and consistency.

## **GRADES**

Any student who has 2 failing grades when the roster is submitted will be placed on a LoC. Students found to be failing 2 classes at any point during the season/activity will be placed on a LoC. Students with 2 or more failing grades at the end of the season/activity will not be eligible to participate in NESAC or the final activity (including any team travel). Failing grades are defined as:

High School: Grades below 60%

Any student failing 3 or more classes is not eligible to participate during the season.

Students on academic probation will be ineligible for participation in extracurricular activities until deemed eligible.

1. The decision of eligibility will be based on official grades, progress reports, attendance records, and behavior.
2. The coach or advisor will inform students of any requirements/expectations specific to a particular sport or activity. This includes attending all practices and games, team meetings, and submitting all required paperwork and fees. If a student fails to meet these requirements or expectations, they risk being removed from the team or not being allowed to participate until in good standing.
3. Any report of grave misconduct by a student will result in the ineligibility of that student for one or more events, up to the remainder of the activity for the entire year.
4. Any student transferring from another school in the middle of the year must have their eligibility reviewed by the administration before participating in an event.
5. One week before traveling, students must complete the student missed work form. This form must be signed by all their teachers and the coach before leaving for NESAC. See Appendix F. Summative assessments cannot be assigned for the students for the day they return to school.
6. Students will be responsible for following all expectations of teachers and AIS regarding school and classroom protocol, procedures, and assessments and for not to draw negative attention from any AIS personnel.
7. Coaches are expected to support the expectations of teachers and AIS and to hold their students accountable with regards to their behavior, academic performance, and attendance.
8. If a student is not meeting the expectations in the handbook as well as those set by the coach, the Athletics/Activities Coordinator will set a meeting with the Dean of Students to sign a letter of commitment (Appendix E). This contract will be signed by the students' parents and returned to the Dean of Students. If the student has not fulfilled the expectations outlined in the contract, the student will not be allowed to travel on a NESAC trip. If the letter of commitment is not followed, the principal makes the final decision of removal (or re-instatement) of a given student's eligibility on a team.

9. If a student is removed from a team or chooses to quit a team, they may not be allowed to participate in activities or athletics for one calendar year. This decision will be made by the Athletics Coordinator in collaboration with the HS Administration.
10. If the family appeals the decision, the division principal will make the final determination about the student's continued participation.
11. Students at the JV/Varsity level may participate in one sport per season. A student who wants to request participation in two sports within the same season, he or she must meet with both coaches, the Athletics Coordinator and the Dean of Students. Their decision is final.

Season 1: Volleyball, Swimming and Leadership

Season 2: Basketball, Football and Band and Choir

Season 3: Badminton, Track and Field, Academic Games

## **7.2. Process For Handling Eligibility Concerns**

Eligibility is on official grades, progress reports, attendance records, and behavior.

**Step 1:** Dean of students receives travel rosters 5 weeks out from the NESAC competition from Athletics Coordinator. The Dean of Students will then check grades, attendance and behavior.

**Step 2:** Meeting with the Dean of Students, Athletics Coordinator and Divisional Principal to discuss the students who may be ineligible.

**Step 3:** Meeting with the student:

- Athletics Coordinator will schedule a meeting with students who are not eligible to travel, or who have broken their letter of commitment contracts.
- If the student cannot travel based on more than one failing grade, the Dean of Students will contact the teacher to see if the student can improve the grade. If there is an opportunity for a passing grade, the student may remain on the travel roster if acknowledge in writing that the trip is non-refundable. If the grade is not passing (60% or higher) 14 days from the date of travel, the student will not be permitted to participate in NESAC.

**Step 4:** The decision to remove a student-athlete from a team can only be taken by the Athletics Coordinator and division principal. A meeting with the students' parents Athletics Coordinator, and divisional administration must take place prior to removing a student athlete from a team. **Coaches cannot remove a student-athlete from a team without consulting the Athletics Coordinator first.**

## **7.3. Athletic Eligibility**

- Eligibility for AIS athletic teams

Eligibility for AIS athletic teams is determined by the policies of the two athletic conferences in which AIS holds membership, KASAC and NESAC.

- Eligibility for U14 Teams

All student-athletes wanting to participate in the U-14 division must be under 14 years of age on September 1st of the current school year or year of participation.

- Eligibility for JV Teams

All student-athletes wanting to participate in the JV division must be under 16 years of age on September

1st of the current school year or year of participation.

- Eligibility for Varsity Teams

Eligibility for AIS Varsity athletic teams is determined by KASAC/NESAC policies and by AIS Athletic Department and school policies. All student-athletes wanting to participate in the Varsity division must be under 20 years of age on September 1st of the current school year, be currently enrolled in AIS, and may not participate after graduation from twelfth grade (grade 12).

- Moving up a School Division for Athletic Competitions

Students in the Elementary Division are not permitted to try out or play for an U14 athletic team. Opportunities exist in the Elementary Division for students to participate in clubs and intramurals. AIS is committed to provide students of all ages with opportunity to experience inter-school athletics.

Students in Middle School are not permitted to try out or play for any Junior (JV) or Varsity (V) athletic teams with the following exceptions: Both swimming and track and field are sports that have students from the U14, JV, and Varsity levels practicing and competing together. During KASAC and NESAC meets in swimming and track and field students from U14 will be permitted to compete at a higher level only if a JV team cannot fill its roster, or the athlete's time trial meets the minimum standard to compete. Both students and parents must consent to the student competing at a JV level. Varsity can be selected from any grade level. Students in Middle School may be invited by the coach to join the tryout. Note, students who compete at the Varsity level would be ineligible to compete in U14 and JV for that sports season.

- Overlapping Athletic Seasons

Students are permitted to play for two sports that run simultaneously throughout the year subject to agreement between the Athletics Coordinator and the Dean of Students. The criteria allowing such a move will be: 1) few players have tried out for each team and 2) the student(s) in question have a record of strong academic/behavior. If permitted it is the responsibility of the Athletics Coordinator to the best of his or her ability, schedule practice times that do not conflict between the overlapping sports. It is the responsibility of the coaching staff to communicate and work together to ensure their players have equitable time in both sports. There is an understanding that competition will take precedence over practice for the purpose of fielding a full team in either sport.

- Athletes Playing in More than One Division in the Same Season

It is the policy of AIS and the KASAC conference that an athlete may not play on two teams in different divisions in the same season. For example, they may not play for the JV and Varsity Boys Soccer team in league or tournament play.

## **7.4. AIS Athletic Code of Conduct**

- a. All AIS student-athletes fall under the AIS Code of Conduct as detailed in the Student/Parent handbook. Disciplinary infractions will be addressed in accordance with the AIS division handbooks and Athletic Department guidelines. The KASAC and NESAC regulations as well as the AIS guidelines and requirements for students are the official policy of the AIS Athletic Department for all regular season and tournament competition.
- b. Student athletes and parents must sign the AIS Statement of Rules for Athletes and placed on file with the Athletics Coordinator before any athlete can participate in any competition.
- c. If an athlete violates the AIS Athletic Code of Conduct or any KASAC/NESAC regulations, disciplinary measures will be applied. The following disciplinary measures may be applied.

- d. The student-athlete will be suspended from future competition until a meeting is held with the Athletics Coordinator and the coach.
- e. The athlete may receive a warning, be suspended for a determined number of competitions or be removed from the team for the remainder of the season.
- f. Serious violations may result in a ban on participation in Athletics/Activities for a set period of time up to and including one year. The Dean of Students will participate in any meeting to address serious violations.

## 7.5. KASAC and NESAC Events

- a. Students who participate in Kuwait American School Activities (KASAC) and Near East Schools Activities Conference (NESAC) events will travel to the host schools for competitions and must remember that they represent our school as leaders and role models at all times in word and deed.
- b. The use of tobacco, drinking of alcohol, vaping or use of illegal drugs will not be tolerated during the tournament/activity, or while travelling to and from the tournament or activity.
- c. Any sightseeing or travel in the host city will be done only with the permission of the host school and the coach. Students may only attend events and activities with permission and supervision from coaches. Students are not free to make their own plans or engage in non-itinerary events.
- d. Hotel arrangements made by the school are not to be changed by any participating student. Hotel arrangements will be changed only in emergency situations and only by the tournament director, Athletic Coordinator, or administrator in charge.
- e. All participants, including the host school, will observe the curfew hour set by NESAC (U14/Junior Varsity/Varsity 10:00 pm), or as soon as possible after a scheduled activity is completed – whichever is later. The Tournament Director may list an earlier curfew time.
- f. All laws of the host country will be adhered to.
- g. Any unusual circumstances or problems which occur during the tournament/activity MUST be reported as soon as possible to either the host school or visiting coach.
- h. Students must be in attendance at school the full day the group departs for the tournament **and** the full day after the group returns from a KASAC or NESAC event. Students missing school due to illness must present a doctor's note. Failure to attend school after a KASAC/NESAC event will result in an unexcused absence being recorded, and other potential sanctions as deemed appropriate by AIS Administration.
- i. Any serious breach of the above will result in the student being sent home as soon as practically possible at the parents' expense with the loss of all awards. In addition, the student will be excluded from participation in NESAC events for one calendar year, including the same activity the following school year.
- j. If any of the above rules are violated, the participant's school administration will also determine consequences according to school and Board policies taking into consideration the seriousness of the infraction, the degree of involvement, and past history.

## 7.6. National Honor Society

### National Honor Society (NHS)

The National Honor Society is dedicated to fostering leadership, scholarship, fellowship, and service among its members. NHS is more than an honor roll. The AIS High School chapter of NHS aims to recognize and foster enthusiasm for scholarship, promote strong character development, encourage positive leadership, and cultivate responsible citizenship through service to the school and the community. These four principles shape the organization's activities and reflect the members' responsibilities.

## **Eligibility Requirements:**

To be eligible for NHS at AIS, students must:

- Be in grades 11 or 12.
- Maintain a cumulative GPA of 3.8 GPA or higher.
- Demonstrate evidence of service. [in at least two extra-curricular activities [.
- Demonstrate evidence of leadership ability.
- Demonstrate personal integrity (Students must be cleared by the Assistant Principal and CANNOT be on academic probation}.
- Have a good attitude and be honest, responsible, fair, courteous, tolerant, and cooperative.
- Participate in several activities yearly that may include school and/or community service projects.
- Attend weekly meetings.
- Be a positive role model for the community both on and off campus.
- The NHS may set additional membership requirements. Every AIS NHS member will receive a copy of the Requirements, and Code of Ethics, and must adhere to them at all times.
- NHS members must adhere to the Society's high standards at all times whether in school or anywhere else. The Chapter Adviser will send a warning letter to any member who fails to meet the standards. NHS members who fail to maintain the eligibility requirements may be removed from NHS.

## **Selection Process:**

- A student may apply for selection to NHS at the beginning of Grade 11 (initial selection is not open to students in Grade 12 unless they are new to AIS in Grade 12 and participated in NHS at a previous school).
- Selections will be determined by a majority vote of the five-member Faculty Selection Committee whose members are appointed by the principal.
- The student shall submit teacher recommendation forms from all current teachers to the Faculty Selection Committee.

## **7.7. AIS Travel Expectations**

The following expectations and guidelines are in addition to the NESAC and AIS Activities Rules. All these rules must be adhered to for the duration of an international tournament or event. Parents will be notified by the school and travel arrangements arranged by the school and confirmed with parents. All costs for travel will be the responsibility of the parents and must be paid on time. Pick-up from the airport upon return is a parent responsibility.

### **a. Misbehavior**

Students may be sent home if any violation is committed. The severity of the consequences will be decided upon by the coaches, athletics coordinator, high school administration, and if need be, the school superintendent.

- Students must be in, and stay in, their respective rooms by curfew unless under the direct supervision of their coaches (10:00 pm for all athletes).
- Room service may not be delivered after curfew.
- Students must be respectful and mindful of others while travelling on airplanes and buses.
- Professional dress is expected when leaving Kuwait and the coaches will specify traveling uniform expectations.

b. Grave Misconduct

- Students will be sent home immediately, and at parents' expense, if any extreme violation is committed.
- Students are not permitted to enter the room of the opposite gender at any time.
- Students may not leave the activity area (campus or event venue) unless accompanied by a coach.
- Students are not permitted to use public transportation (taxis included). Situations may be planned at the direction of the supervisor where public transportation may be used under adult supervision.
- Students may not use any tobacco, vaping device, alcohol, shisha, or drugs considered illegal in the State of Kuwait (regardless of less strenuous laws or expectations in the host country).

## 8. HEALTH & SAFETY

### 8.1. Healthcare on Campus

- a. The clinic is open from 7:00 am – 2:45 pm. Parents must complete a health history, health and immunization form and parental permission to administer first and non-prescription medication. These documents are kept on file in the clinic.
- b. Prescription medication must be dropped off in the clinic with instructions regarding the administration of the medication.
- c. Students who feel unwell during the school day must obtain a pass from the HS office to go to the clinic.
- d. Students may not leave campus for health reasons unless the nurse has contacted a parent and received permission for the student to leave. Students may not contact a parent directly to request early dismissal.
- e. Students must follow the immunization schedule set by the Ministry of Education. Failure to abide by the schedule can result in exclusion from classes and school events until in full compliance.

### 8.2. Food Allergies

The American International School Kuwait is an Allergy Aware School.

Food allergies, including peanut/tree nut allergies, are a significant health concern within the school environment. Ensuring a safe environment for all students and visitors is a primary focus for the administration and staff. AIS has implemented the following steps to address concerns about food allergies:

- a. The student's physician must provide documentation to the school nurse identifying the nut/food allergy.
- b. The nurse will establish a Food Allergy Emergency Care Plan for students with documented food allergies. This plan will be signed by the parent and the student's physician.
- c. Epi-pens will be stored in the classroom, main office, and/or clinic and must be supplied by parents.
- d. Students may carry additional epi-pen on their person (when developmentally appropriate). Substitute teachers will be informed of any students with life-threatening food allergies in the sub folder. Students with food allergies should only eat food brought from home and should not share food with other students.
- e. Food/nut allergens are not allowed in the classroom(s) of any student identified with a life-threatening food/nut allergy.
- f. No tree nut/peanut products are sold in the canteens.
- g. Whenever food is used as part of the curriculum, teachers will ensure that foods used allow for full inclusion of all students in a classroom.
- h. Parents of students with food/nut allergies will be asked to provide alternative treats OR provide explicit permission (email is acceptable) for their child to fully participate in special events.

### 8.3. Visiting AIS Campus

For everyone's security, color-coded lanyards must be worn and visible on campus. Students and staff wear their assigned lanyards every day. All visitors must check in and leave their Civil ID with Security to receive a visitor lanyard before entering learning spaces. We're also committed to child safeguarding: if you see or hear anything that worries you about a student's safety or wellbeing, please tell a teacher, counselor, or the office immediately. Thank you for helping us keep AIS safe and welcoming for every child.



## **9. COMMUNICATION PROTOCOLS**

### **9.1. Student Learning**

Teachers communicate student learning throughout the school year in a variety of ways. The most common forms of communication to be expected are:

- Phone Calls
- Emails
- Parent-Teacher Conferences
- 3 Way Conferences
- Term Report Cards
- Scheduled Meetings
- Content Showcases

### **9.2. Parent – School Communication**

When a problem concerns your child and their work in school, the best person to see is their subject teacher. An appointment to see an middle school teacher may be made by e-mailing the teacher or phoning the Middle School Office. Questions about student academic performance should be discussed first with the teacher, and concerns of a personal nature discussed with the teacher and/or counselor as applicable. Direct and timely communication is appreciated and the easiest way to address concerns. If the concern remains unsolved, parents may wish to speak with the Assistant Principal by appointment. If parents wish to speak with the principal, appointments may be requested by contacting the Middle School Office.

### **9.3. Interruption of Class**

**When a parent feels it is necessary to communicate with a teacher, please do one of the following:**

- Send a note with your child or write a note to the teacher.
- Call the middle school office and schedule an appointment to speak with the teacher during his/her preparation time, or before or after school as available.
- Send the teacher an e-mail.
- If parents need to deliver an item to a child at school, they must report to the Middle School Office first.

### **9.4. AIS Calendar**

The Middle School Division operates on a weekly schedule (Sunday-Thursday). Parents may locate the AIS calendar on our school website, [www.ais.edu.kw](http://www.ais.edu.kw).

### **9.5. The AIS Website**

Visit the AIS site regularly to stay informed with what is happening in the school:

[www.ais.edu.kw](http://www.ais.edu.kw)

## **10. COUNSELING SERVICES**

### **10.1. Guidance**

- a. Counselors are available for academic and/or social-emotional concerns or advice. Whenever possible, students should make appointments through Teams or email.
- b. Counselors actively monitor student academic and behavioral issues. Through the SST Process, counselors collect academic data from teachers, work with the dean of students on behavior issues, participate in reintegration meetings when students are suspended, and lead the discussion on interventions for students who are struggling.
- c. Counseling staff also assist students with course selections and post-secondary applications. Parents are strongly encouraged to engage and participate in any counseling meeting with students.

## **11. HOMEWORK GUIDELINES**

### **11.1. Homework**

Homework is an opportunity for students to consolidate their learning, receive feedback from a teacher, and extend learning experiences beyond the classroom.

- a. Homework is an integral part of the learning process.
- b. The amount of homework time required will vary, but it is essential that students spend quality time in independent study. Effective time management (an ATL skill) and the ability to focus on the work at hand are more important than the length of time spent.
- c. Students can often reduce the amount of time required for homework by using class time productively.
- d. Students should work in a quiet area free from interruption or distraction.
- e. Students are responsible for checking subject Teams and AIS email accounts daily.
- f. Full DP students should use ManageBac accounts and firm due dates calendar to monitor work deadlines.
- g. Students should communicate with teachers about any difficulty completing assignments.

## **12. TECH & DEVICE USE**

At AIS, technology has the power to connect us to the world and expand our international mindedness. We believe education has the power to make the world a better place. We believe that use of technology carries the responsibility of being accountable for our actions. We believe that respectful and responsible behavior is essential for cooperation and collaboration.

### **12.1. Technology Acceptable Usage (Computer/Tablet/Internet/Earbud/Headphone)**

- a. Students are required to provide their own device (laptop) to use when instructed to do so by the classroom teacher.
- b. Students bring electronic devices to school entirely at their own risk. The school assumes no responsibility for student-owned devices that are damaged, lost, or stolen while they are at school or at school events
- c. Electronic communication from any location or time is within the purview of the school if, in the opinion of the school administration, this communication impacts the learning environment.
- d. Taking photographs, videos, or audio recordings on campus is prohibited without the approval of a teacher or administrator.
- e. Violating the privacy or dignity of any individual using electronic means (photographing, recording, eavesdropping, or broadcasting electronically) shall be considered grave misconduct and subject to suspension and confiscation of the equipment involved. Depending on the gravity of the situation the violation could result in the loss of privileges (such as participation in graduation) or a recommendation of expulsion from school.
- f. Students are not permitted to wear earbuds or headphones during school unless given express permission by a teacher (e.g. to watch a video on their laptop).
- g. Students who need IT support may visit the office located inside Gate 1.

## **13. LIBRARY**

### **13.1. Library/Textbooks**

- a. The MS/HS Library is available for students from 07:15 AM to 3:00 pm, Sunday through Thursday. The entrance is located on level 1 at the end of the MS Art Hallway near the stairway.
  - Students may only visit the library during breaks with their AIS ID, unless they have a pass from a teacher. Teachers may send no more than 3 students during class time, as long as they have sent an email to the librarians ahead of time ([librarians.k12@ais.edu.kw](mailto:librarians.k12@ais.edu.kw)) with the names of the students and their purpose. Food, cellphones and backpacks are not allowed in the library.
- b. The bathrooms near the library are for those studying in the space and nearby MS classrooms.
- c. For library news, catalog, databases and other resources, students may access the library [website](#) via the AIS Website. This site is accessible from home and school. It includes LeoBOT, which is an AI assistant with information about the library, resources and Academic Integrity models.
- d. Students with no overdue library or storeroom books may borrow up to 5 library books or textbooks as needed.
- e. Visits to the storeroom will be scheduled by subject teachers to collect their textbooks and/or novels
- f. Students must have a valid AIS ID to check out library books or textbooks. The library will send students with overdue books an email reminder before report cards are due. Report cards may be withheld until all overdue books are returned or payment is received for damaged or missing books.
- g. Lost book fees are as follows: Softcover 5KWD and Hardcover 20KWD. Textbooks and novels have individual prices. A new replacement copy will also be accepted in place of the lost book fee.
- h. The librarians can assist students with locating resources for academic or personal interests, appropriate use of AI tools, as well as how to format and cite assessments using the MLA 9<sup>th</sup> ed. Model.

## **14. MISCELLANEOUS INFORMATION**

### **14.1. Deliveries for Students**

- a. Clothing or items needed for school must be labeled with the student's name and grade and dropped off at Gate 1. The security staff will deliver the items to the divisional office. Students should pick up any deliveries from the office; they should not go directly to the gate.
- b. Students are responsible for picking up any items from the office between classes. Items will not be delivered directly to classrooms.
- c. Students are not permitted to receive food deliveries during the school day, including food sent by a parent or driver. Food deliveries will be confiscated and disposed of.

### **14.2. Canteen Services**

- a. Students may purchase food items from the canteen early in the morning before school starts, during breaks and HS lunchtime, and after school. No purchases may be made during class time. Canteen lines will generally close 5-10 minutes before the end of the lunch break, ensuring that all food will be consumed in the canteen and not taken into classrooms.
- b. Students are responsible for clearing their own tables and placing all trash in the garbage or recycling bins.
- c. Water may be purchased at breaks and may be taken to class; no other food or drinks are permitted in classrooms. Cutting in line or asking others in line to make purchases is unacceptable and disrespectful to others.